

Forms

JAN 23 1953

Deputy Comptroller

Chief, Procurement & Supply Office

Proposed Standard Order-Invoice-Voucher Form

REF

: Letter dated 12 December 1952 from Jess Larson, GSA Administrator, to Honorable Walter B. Smith, Director CIA.

1. The subject Form as proposed by GSA in reference (a) has been reviewed by this Office. It is considered that this Form would be an improvement over the Form now used.

2. It should be noted that the purchase order form now used by this Agency provides for a total of ten copies and that the Receiving copy of the form is a ditto carbon, which permits reproduction of the receiving documents required for multiple deliveries. It is assumed that the meaning of paragraphs 217.04, d. 2. and 3. will permit the continuance of this procedure.

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JAMES A. GARRISON

Enclosures

Basic Documents

PSO/CRH/mel (21 Jan 1953)

Distributions:

Orig. & 1 addressee

1 - Supply

1 - Purchase

1 - Subject File

1 - ACCP File

Document No. 6-10-78 35

Unclassified

MISSING PAGE

ORIGINAL DOCUMENT MISSING PAGE(S):

NO ATT.